

## The Montessori School:

Full time business office support position, Monday through Friday, 8:00-4:00. We hire kind, thoughtful, intelligent people who value education and team work. Primary duties include book-keeping support (accounts payable, accounts receivable and payroll), reception, and other general clerical duties as assigned. Experience working with numbers, proficiency in Microsoft Office, and general technical competency required. Minimum high school diploma or equivalent required. Experience preferred. References required. EOE Send resume and letter of interest to [jobs@themontessorischool.org](mailto:jobs@themontessorischool.org)  
Expires 10/1/14.